

Digital Skills.

What have I learnt so far in digital skills? In the first week I found out about what assignments we had to do for the first term, my assignment deadlines and what we would be learning about in the next 5 weeks! This was my induction.

During week two we started to learn about outlook where I learnt about sending emails, I learnt how to cc people into emails which I was already familiar with but also learnt how to bcc (blind carbon copy) people in which I had never heard of before, I think this is a very useful tool! I also learnt how to add attachments to emails and move emails into different categories and how to name these categories. I also learnt how to make emails go straight into said categories, I found all this information very useful and will definitely be using it in everyday life as outlook is a tool I use regularly in my job.

In week three we moved on to learn about LinkedIn learning. To begin with, I signed up and made an account and then we looked through the site and at all the ways it can be used for networking, connecting with people, learning about new job opportunities and how to connect with other people in the same industry as me! I also learnt about LinkedIn learning and courses on LinkedIn learning which I have since completed 3 of and found very knowledgeable.

Throughout week four I learnt all about Microsoft office and 365 word, I learnt about spreadsheets which if I'm honest, I didn't really understand and think I need more time on these to get to grips with it. I also learnt about word. I have used word before but was not very good with it I now know how use the tools on it a lot more and with more practice and playing around with it I'm confident it will become second nature to me in the future.

In the fifth week I learnt all about power point, I used power point years ago at college but was never that good at it, I have found whilst looking at it again it's a bit clearer this time, although I'm still not the best with it but again I believe when using it more often it will become easier, I need to spend some time on there playing around with all the functions to help improve my confidence. Obviously in class we are limited on the time we can spend on certain things so I believe I will benefit greatly by setting some time aside at home to go through everything independently and just get used to the tools which will help me feel more confident for future. We did also touch base on Canva which I found similar to power point maybe even a little easier! I definitely need to look at Canva again as haven't spent much time getting to grips with this platform.

Overall, this module has been very insightful and has helped me expand my digital skills greatly. I do still feel slightly uncertain on some aspects which I will work on in class and independently to help grow my confidence.

